



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION IX  
75 Hawthorne Street  
San Francisco, CA 94105**

September 24, 2012

**HAND DELIVERED  
CHEVRON RICHMOND REFINERY  
In Reply Refer to:  
Chevron Richmond Refinery, Richmond, CA**

**Nigel Hearne, Manager  
Chevron Richmond Refinery  
841 Chevron Way  
Richmond, CA 94801**

**RE: Request for Information  
Chevron Richmond Refinery**

*Nigel*  
Dear Mr. Hearne:

The United States Environmental Protection Agency ("EPA") Region IX is conducting an investigation of the Chevron Corporation. (the "Company") located at the Chevron Richmond Refinery (the "Facility") at 841 Chevron Way, Richmond California 94801. The request for information enclosed with this letter ("Information Request") seeks information and documents relating to the Company's compliance with Section 103 of the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA"), 42 U.S.C. § 9603; Sections 302 through 312 of the Emergency Planning and Community Right-to-Know Act ("EPCRA"), 42 U.S.C. §§ 11002 – 11022; and Section 112(r) of the Clean Air Act ("CAA"), 42 U.S.C. § 7412(r).

This Information Request is authorized pursuant to the following federal environmental statutes:

- Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. § 9604.
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C. § 11001 *et seq.*
- Clean Air Act, as amended, 42 U.S.C. § 7414

Please provide the requested information and documents by mail within 30 days of your receipt of this letter. Electronic copies are acceptable. EPA believes that much of the requested information is, or should be, readily available at the Facility. The Company's response should be directed to:

**Ms. Mary Wesling (SFD-9-3)  
EPCRA/RMP Compliance Officer  
U.S. EPA Region IX  
75 Hawthorne St.  
San Francisco, CA 94105**

Please note that the Company's compliance with this Information Request is mandatory.

Failure to respond fully and truthfully may result in enforcement action by EPA pursuant to Section 104(e)(5) of CERCLA, 42 U.S.C. § 9604(e)(5), or Section 113(a)(3) of the Clean Air Act, 42 U.S.C. §413(a)(3). These statutory provisions authorize EPA to seek penalties up to \$37,500 for each day of noncompliance. Please be further advised that provision of false, fictitious, or fraudulent statements or representations may subject you to criminal penalties under 18 U.S.C. § 1001.

If you have questions about the legal aspects of this Information Request, please contact rs. . Joshua Wirtschafter, Assistant Regional Counsel for U.S. EPA Region IX, at (415) 972-3912. The Region IX technical contact for this information request is Mary Wesling, EPCRA/RMP Compliance Officer. Ms. Wesling can be reached at (415) 972-3080. We thank you in advance for your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Meer', with a long horizontal flourish extending to the right.

Daniel A. Meer, Assistant Director  
Superfund Division

**Enclosures**

Information Request (Instructions, Definitions, Questions)

cc: M.Wesling, U.S. EPA Region IX  
J. Wirtschafter, U.S. EPA Region IX  
R. Sawyer, Contra Costa County CUPA

## **ENCLOSURE**

### **INSTRUCTIONS**

1. Please provide a separate response to each request, and identify each response by the number of the request to which it corresponds. For each document produced, identify the request to which it is responsive.
2. Knowledge or information that has not been memorialized in any document, but is nonetheless responsive to a request, must be provided in a narrative form.
3. The scope of this Information Request includes all information and documents obtained or independently developed by the Company, its attorneys, consultants or any of their agents, consultants, or employees.
4. The Company may not withhold any information from EPA on the grounds that it is confidential business information. EPA has promulgated regulations, under 40 CFR Part 2, Subpart B, to protect confidential business information that it receives. The Company may assert a business confidentiality claim (in the manner specified in 40 CFR § 2.203(b)) for all or part of the information requested by EPA. However, business information is entitled to confidential treatment only if it satisfies the criteria set forth in 40 CFR § 2.208. EPA will disclose business information entitled to confidential treatment only as authorized by 40 CFR Part 2, Subpart B. If no claim of confidentiality accompanies the information at the time EPA receives it, EPA may make it available to the public without further notice.
5. Notice is hereby given, pursuant to 40 CFR §§ 2.301(h) and 2.310(h), that EPA may disclose confidential information provided by the Company to EPA's authorized representatives, including its contractors, Science Applications International Corporation ("SAIC") and Energy and Resource Consulting Group ("ERC"). Confidential information may be disclosed to EPA's authorized representatives for the following reasons: to assist with document handling, inventory and indexing; to assist with document review and analysis for verification of completeness; and to provide expert technical review of the contents of the response. Pursuant to 40 CFR §§ 2.301(h) and 2.310(h), the Company may submit, along with its response to this Information Request, any comments regarding EPA's disclosure of confidential information to its authorized representatives.
6. If information or documents not known or available to the Company at the time of its response to this Information Request later become known or available to it, it must supplement its response to EPA. Moreover, should the Company find at any time after the submission of its response that any portion of the submitted information is false or misrepresents the truth, the Company must notify EPA as soon as possible and provide EPA with a corrected response.
7. If information responsive to a request is not in the Company's possession, custody, or control, identify the persons or entities from whom such information may be obtained. For each individual or entity that possesses responsive information, please provide the following: name, last known or current address, telephone number, and affiliation with the Company or the Facility.
8. If you believe there are grounds for withholding information or documents that are responsive to this request, e.g., attorney-client privilege, you must identify the information or documents and state the basis for withholding.

## **DEFINITIONS**

The following definitions apply to the following terms (words or phrases) as they appear in this Information Request. Defined terms are enclosed in quotation marks:

1. "You" or the "Company" shall mean Chevron Corporation, or its officers, managers, employees, contractors, trustees, partners, successors, assigns, and agents.
2. "Facility" means all buildings, equipment, structures, installations, pipes, or stationary items owned, leased, or operated by Chevron Corporation, at the Chevron Richmond Refinery property or properties located at 841 Chevron Way, Richmond, California, or contiguous or adjacent to that address.
3. "Document" or "documents" shall mean any printing, typing, writing, photostat, or any other copy, microfilm, film record, video record, CD, sound recording, tape, disc, or other type of memory associated with computers, including any instructions necessary to read such material, and any other tangible item recording information.
4. "Chemical" shall mean any extremely hazardous substance listed in Appendices A and B of 40 CFR Part 355; any hazardous substance, as defined in Section 101(14) of CERCLA, including any mixtures of hazardous substances with any other substances, such as petroleum products; and any pollutant or contaminant, as defined in Section 101(33) of CERCLA, including any mixtures of pollutants or contaminants with any substances, such as petroleum products; and any regulated substance listed pursuant to section 112(r)(3) of the Clean Air Act as amended, in 40 CFR § 68.130.
5. "Release" shall have the same definition as that contained in Section 101(22) of CERCLA, and shall include any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, including the abandonment or discharging of barrels, containers, and other closed receptacles containing any hazardous substances or pollutants or contaminants.
6. All terms not defined herein shall have their ordinary meaning, unless such terms are defined in the CAA, CERCLA, EPCRA, 40 CFR Part 68, 40 CFR Part 300, or 40 CFR Part 355, in which case the statutory or regulatory definitions shall apply.

## **INFORMATION REQUEST**

### **GENERAL REQUESTS**

1. Provide a corporate organizational chart for the Company that includes its management and operations at the Facility and names of personnel in each position.

### **REQUESTS REGARDING CERCLA SECTION 103 AND EPCRA SECTION 304 COMPLIANCE**

1. For the time period January 1, 2007 through August 31, 2012, provide a list of releases from the facility that were reportable under CERCLA Section 103 or EPCRA Section 304.
2. With respect to the above referenced releases fire at the Facility which occurred on or about August 6, 2012(the "Fire"), provide in spreadsheet format:
  - a. The name(s) and CAS number(s) for the chemical(s) released;
  - b. The quantity of the chemical(s) released;
  - c. The time (day/hour/minute) that the Release began and the time that it ended;
  - d. Information regarding whether leak detection alarms were triggered by the Release and what time the alarms were triggered;
  - e. A description of the specific location of the Release at the Facility, including process unit; and
  - f. The date and time, including date and time of any follow-up notifications or reports, that the Company notified (1) National Response Center, (2) the state Office of Emergency Services, (3) the local fire department or hazardous materials response team, and (4) the Certified Unified Program Agency ("CUPA") the Release;

### **REQUESTS REGARDING THE CLEAN AIR ACT SECTION 112(r) RISK MANAGEMENT PROGRAM AND GENERAL DUTY CLAUSE**

1. Provide a process flow diagram including materials balance for each process unit.
2. Provide information on piping at the facility including: process unit(s), materials of construction, date of installation, chemicals contained/transported, inspection dates, replacement dates (if applicable), or description of any temporary repairs. (Note: The information recently provided to CalOSHA for their ongoing inspection of piping will be adequate to satisfy this request.
3. Provide the Facility's Management of Change ("MOC") Program Policy/Procedure.
4. Provide the Facility's Operating Procedures/Discipline Program Policy/Procedure.
5. Provide the Facility's Process Hazard Analysis ("PHA") Program Policy/Procedure.
6. Provide the Facility's Pre-Startup Safety Review ("PSSR") Program Policy/Procedure.
7. Provide a chronology of past PHAs and schedule of future PHAs identifying process unit(s) covered by each PHA and the dates each PHA was conducted.
8. Provide a compilation of the finding/recommendations for the two most recent PHAs for each process at the Facility, including status of findings and recommendations, personnel assigned responsibility, target dates for resolution, and status of how

completed recommendations were resolved.

9. Provide a compilation of the finding/recommendations for the two most recent RMP compliance audits for each process at the Facility, including status of findings and recommendations, personnel assigned responsibility, target dates for resolution, and status of how completed recommendations were resolved.
10. Provide a copy of Employee Participation Procedures/Policy
11. Provide Hot Work Procedures for the Facility.
12. For the process units within the South Isomax area and the Diesel Hydrotreater, provide:
  - a. Process Safety Information:
    - i. Equipment design specifications/drawings/sketches – schematics, piping and instrumentation design drawings ("P&IDs"), and block flow diagram;
    - ii. The operating pressure and temperature limits for the Equipment and associated piping; and
    - iii. Documentation on chemical used, treated or generated in the Equipment, Process Unit and piping system, including all characteristics such as flammability limits, combustibility, vapor pressure, boiling point, specific gravity, process temperature ranges, etc.;
  - b. Operating Procedures
    - i. Operating procedures for the process unit for all phases of operation; and
    - ii. Operation log books for the process unit;
  - c. Training
    - i. Training records, including employee identification, the date of training and means used to verify understanding of the training for all employees involved in operating, inspection and maintenance of the process units; and
    - ii. Years of experience of each employee described in (d)(i);
  - d. Mechanical Integrity
    - i. Previous five years of inspection and maintenance records for the process unit and associated piping systems;
  - e. Management of Change
    - i. A summary list of all Management of Changes for each of these three units including identification number and title/description; and
    - ii. Complete documentation on any changes to the process unit, or associated piping systems which required a Management of Change, including but not limited to hardware, software or chemistry changes;
  - f. Pre-startup safety review
    - i. All documentation on the pre-startup safety review following the most recent turn-around for the process unit;
  - g. Incident Investigations
    - i. Incident investigation reports for all incidents for the previous five years involving the process unit, piping systems or associated equipment; and
    - ii. If incident investigation reports are incomplete for any incidents described

above, provide status of reports and projected dates of completion, as well as responsible personnel;

**h. Hot Work Permit**

- i. Any hot-work permit log for the process unit for the previous year; and**

**i. Contractors**

- i. If contract personnel were involved in inspection or maintenance of process equipment in the previous five years, provide information on qualifications, certifications, training and years of experience of each contract employee involved.**

DELIVERY RECEIPT FOR LETTER DATED SEPTEMBER 24, 2012  
ADDRESSED TO



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**REGION IX**  
**75 Hawthorne Street**  
**San Francisco, CA 94105**

**Request for Information**  
**Chevron Richmond Refinery**

**Date: September 24, 2012**

**HAND DELIVERED TO:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title  
**CHEVRON RICHMOND REFINERY**

\_\_\_\_\_  
Date

**Representing Addressee:**  
**Nigel Hearne, Manager**  
**Chevron Richmond Refinery**  
**841 Chevron Way**  
**Richmond, CA 94801**

**WITNESSED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title  
**US Environmental Protection Agency**

\_\_\_\_\_  
Date